EAR Completion Checklist

The following is a list of requirements that need to be met to complete the EAR for submittal to the Board.

To submit the EAR to the board each of the sections listed below require a green check mark.

- Rural Petition for Reduction in Requirements
- Newly Incorporated Cities (Unincorporated counties and Regional Agencies Only)
- Disposal Rate Calculation
- Calculation Factors
- Disposal Rate Accuracy
- Planning Documents Assessment
- SRRE and HHWE Diversion Programs
- Summary Plan Assessment
- Siting Element Assessment
- Areas of Concern / Conditional Approvals
- Additional Information
- Large Venues and Events

Rural Petition for Reduction in Requirements

There is one question that requires a "Yes" or "No" response. If you answer "Yes" you must provide more information in the comment box provided.

You are required to select the "Edit" button to answer the question and select the "Save" button to complete this section

Newly Incorporated Cities (Unincorporated counties and Regional Agencies Only)

There is one question that requires a "Yes" or "No" response. If you answer "Yes" you must complete the additional information as requested to complete the section:
- City Name
- Date of Incorporation
- Population at Date of Incorporation

If needed you can add more than one city. Select Edit and Save for each new city. To delete a city select Edit and then the X next to each city.

Disposal Rate Calculation

The Disposal Rate Calculation section allows you to make adjustments to your information which will adjust the calculated disposal rate (pounds/person/day). You can modify the following factors for a calculation:
- Report Year Disposal Amount
- Disposal Reduction Credits
- Report Year Transformation

You are required to select the "Edit" button and the "Save" button to complete this section even if there are no adjustment in the calculations. By saving the record you acknowledge that you have reviewed and adjusted or accepted the calculations.

Calculation Factors

Based on changes that may have been made to the calculations in the Disposal Rate Calculation page one or more of the check boxes may have been selected for you. You have the option to select any box that was not pre-selected.

You are required to select the "Edit" button and the "Save" button to complete this section even if there are no adjustments in the selected checkboxes. By saving the record you acknowledge that you have reviewed and adjusted or accepted the responsibility for providing the supporting documentation.

Disposal Rate Accuracy

There is one question that requires a "Yes" or "No" response. If you answer "Yes" you must provide more information in the comment box provided.
You are required to select the "Edit" button answer the question and select the "Save" button to complete this section

Planning Documents Assessment

There are several question that requires a "Yes" or "No" response. If you answer "Yes" you are required to provide more information in the comment box provided. If you select "No" more information is optional.

You are required to select the "Edit" button to answer the questions and select the "Save" button to complete this section

SRRE and HHWE Diversion Programs

Each program listed must be updated either through the "Diversion Programs – EZ" or by selection each program individually. The "Diversion Programs – EZ" button allows you to update the diversion tonnage information and leave the status and notes as is. Any program without previous tonnage information will have to be updated individually.

To complete this section you must update each program. As programs are completed the red "*" will be removed from the "Information Incomplete" column.

For each program that is updated individually the following information is required:
- Program Name
- Existed before 1990: Yes/No
- Selected in SRRE: Yes/No
- Jurisdiction owned or operated: Yes/No
- Report Year Diversion Tons
- Program Start Year
- Program Status

You can add new programs that started during the report year by selecting the 'Add Program' button.

Summary Plan Assessment

This section is only required for unincorporated counties or regional agencies.

There is one question that requires a "Yes" or "No" response. If you answer "Yes" you must provide more information in the comment box provided.
You are required to select the "Edit" button to answer the question and select the "Save" button to complete this section

Siting Element Assessment

This section is only required for unincorporated counties or regional agencies.

There are several questions. Only question 3 is required and has a "Yes" or "No" response. If you answer "Yes" you are required to provide more information in the comment box provided. If you select "No" more information is optional.
You are required to select the "Edit" button to answer the question and select the "Save" button to complete this section

Areas of Concern / Conditional Approvals

There are several question that requires a "Yes" or "No" response. If you answer "Yes" you are required to provide more information in the comment box provided. If you select "No" more information is optional.
You are required to select the "Edit" button to answer the question and select the "Save" button to complete this section

Additional Information

There is one question that requires a "Yes" or "No" response. If you answer "Yes" you must provide more information in the comment box provided.

You are required to select the "Edit" button to answer the question and select the "Save" button to complete this section.

Large Venues and Events

Large venues and events has several parts:
- Basic Information
- Practices
- Material Types
- Programs

Add Venue/Event

When adding a NEW venue record you must complete the Basic Information first. Several fields on this page are required before you may save the record.

- Venue/Event Name
- Physical Address (includes city, state and zip)
- Mailing Address (includes city, state and zip)
- Venue/Event Type

If you check "Venue failed to supply information/refused to cooperate" at the bottom of this screen you do not have to complete the remaining tabs.

Practices

You are required to select the "Edit" button to complete the required information and select the "Save" button to complete this section.

There is a question that requires a "Yes" or "No" response. If you answer "Yes" you are required to provide more information in the comment box provided. If you select "No" more information is optional.

You are required to select the level of implementation.

You are required to enter the Disposed and Diverted Tons. If you are not sure of the amount you must enter zero.
If you have copied the venue from a previous year you are required to update the Disposed and Diverted tons.

Material Types

You are required to select the "Edit" button to answer the question and select the "Save" button to complete this section. This will verify that you have reviewed and completed the section.

Programs

You are required to select the "Edit" button to answer the question and select the "Save" button to complete this section.
You are required to select at least one Program before you can complete the section.

Copy Venue/Event

When copying information from a previous year all the information from each section will be copied with the exception of the "Disposal Tons" and "Diverted Tons" found on the Practices tab.

You are required to complete the "Disposal Tons" and "Diverted Tons" for each venue/event.

Submit Confirmation

Once each of the sections is completed and has received a green check the "Submit" button will be available on the Submit Confirmation page. Once the EAR is submitted you will no longer have the ability to modify the data.